



**STATE PROCUREMENT OFFICE  
NOTICE & REQUEST FOR SOLE SOURCE**

**ADMINISTRATION  
STATE PROCUREMENT OFFICE  
STATE OF HAWAII**

TO: Chief Procurement Officer

FROM: Public Safety/ Law Enforcement - Sheriff division  
Name of Requesting Department

Pursuant to HRS §103D-306 and HAR chapter 3-122, Subchapter 9, the Department requests sole source approval to purchase the following:

1. Describe the goods, services, or construction to be procured.

Additional software licenses and support for the records management system for the Sheriff Division. Previous request and approval for this software was granted on June 5, 2013, as SS13-062W, with approval period 6/5/2013 through 6/4/2014.

2. Vendor/Contractor/Service Provider Name:

IntelliChoice, Inc., dba eForce Software

3. Amount of Request:

\$11,088.00

4. Term of contract (shall not exceed 12 months), if applicable:

From: Approval 12/4/2014

To: 12 months 12/3/2015

5. Prior SPO-001, Sole Source (SS) No.:

SS13-062W

6. Describe in detail the following:

a. The unique features, characteristics, or capabilities of the goods, service or construction.

The PSD issued Request for Proposals No. PSD 10-LE-12 on December 14, 2009, and awarded contract no. 59657 to IntelliChoice, Inc. for a Records Management System (RMS). Additional licenses and support can only be purchased through IntelliChoice, Inc.

b. How the unique features, characteristics or capabilities of the goods, service or construction are essential for the department

PSD previously evaluated the proposals submitted in response to RFP No. PSD 10-LE-12 Records Management System for the Law Enforcement Division for a system to preserve, disseminate, and provide access to important documentary sources in electronic form. EForce Software was selected as the system meeting the requirement of the RFP.

7. Describe the efforts and results in determining that this is the only vendor/contractor/service provider who can provide the goods, services or construction.

Additional software licenses and support is only available from the vendor who was awarded contract no. 59657 in response to the RFP issued by PSD 10-LE-12.

8. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the department's needs.

None, IntelliChoice's eForce Software is the only source of additional licenses and support for this software.

9. Identify the primary responsible staff person(s) conducting and managing this procurement. (Appropriate delegated procurement authority and completion of mandatory training required.)

\*Point of contact (Place asterisk after name of person to contact for additional information).

Name	Division/Agency	Phone Number	E-mail Address
Marc Yamamoto	PSD-ASO/PC	(808)587-1215	marc.s.yamamoto@hawaii.gov
Shelley Kohashikawa* <i>SK</i>	PSD-ASO/PC	(808)587-3464	shelley.i.kohashikawa@hawaii.gov

Department shall ensure adherence to applicable administrative and statutory requirements, including HAR chapter 3-122, Subchapter 15, Cost or Pricing Data if required.

**All requirements/approvals and internal controls for this expenditure is the responsibility of the department.**

**I certify that the information provided is to the best of my knowledge, true and correct.**

  
\_\_\_\_\_  
Department Head Signature

11/13/14  
Date

**For Chief Procurement Officer Use Only**

Date Notice Posted:

11/17/14

Submit written objection to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from date notice posted to:

state.procurement.office@hawaii.gov

Chief Procurement Officer (CPO) Comments:

Approval is granted for the period 12/4/14 to 12/3/15 and is based on the department's representation that IntelliChoice is the only provider of eForce Public Safety Software. This approval is for the solicitation process only, HRS section 103d-310(c) and HAR section 3-122-112, shall apply (i.e. vendor is required to be compliant on the Hawaii Compliance Express) and award is required to be posted on the Awards Reporting system. Copies of the HCE certificate and awards posting are required to be documented in the procurement/contract file.

If there are any questions, please contact Bonnie Kahakui at 587-4702, or [bonnie.a.kahakui@hawaii.gov](mailto:bonnie.a.kahakui@hawaii.gov).

☒ Approved

☐ Disapproved

☐ No Action Required

Chief Procurement Officer Signature



Date

12/18/14